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ABSTRACT

Out-of-field classes, those taught by teachers not holding the relevant state-required or recommended certification, were studied in the Dade County (Florida) School District. Reasons why principals assign teachers to classes when the teachers lack the state required or recommended certification were studied via administration of the Course Data Survey. This study represents an effort to verify data from the Course Data Survey (in which procedural errors were detected and corrected between the fall of 1985 and February of 1997) and to improve the accuracy of the automated system currently used to identify out-of-field assignments at the secondary level--the Teacher Certification Report. The overall percentage of out-of-field classes was 10.8% (3,314 of 30,607 classes), with exceptional student education excluded. Out-of-field assignments were as likely in areas where the state certification is required, such as vocational classes, as they were in the areas where specific certification is only recommended. In Dade County, these assignments are higher than in other parts of Florida. At the junior high level, 13.9% of assignments are out-of-field; the percentage is lower in senior high schools. Fourteen tables show subject areas and provide comments about teacher assignment. Appendices contain instruments used to survey principals. (SLD)

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REPORT ON OUT-OF-FIELD CLASS ASSIGNMENTS

1986-87 SCHOOL YEAR

August 1987

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Office of Educational Accountability
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REPORT ON OUT-OF-FIELD CLASS ASSIGNMENTS

1986-87 SCHOOL YEAR

August 1987

Principal Author: Cyndy Thomas Fitzgerald, Ph.D.
Department of Management Analysis

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EXECUTIVE SUMMARY

The preliminary Course Code Survey, a report required by the State and prepared during the fall of 1986, identified 5,982 DCPS secondary classes taught by teachers not holding the State required/recommended certification. The results of the present study indicated that 1,784 (30%) of these classes were erroneously identified by the computer generated report as being taught by teachers out-of-field. After corrections based upon a verification study at the school level, it was determined that the overall percent of out-of-field classes for the District (excluding Exceptional Student Education - ESE) was 10.8% or 3,314 of the 30,607 classes reported during the fall of 1986. Including ESE, the overall percent of out-of-field classes was 11.2% or 4,198 of the 37,493 classes reported.

Examining only subject areas where at least 100 classes were reported during the fall of 1986, the following subject areas were higher than the district average in the percentage of classes taught out-of-field: Vocational Basic (37.9%), Library Media (26.8%), Health (22.0%), Drama (19.8%), Language Arts (15.5%), Diversified Education (15.2%), Safety and Driver Education (14.6%), Marketing/Distributive Education (14.3%), Social Studies (13.6%), Science (13.1%), and Exceptional Education (12.8%).

Overall, out-of-field assignments were as likely to occur in subject areas where State certification is required by State law or rule (Vocational, Exceptional Student, and Adult) as in subject areas were specific certifications are only recommended (e.g., Social Studies, Language Arts).

Out-of-field assignments in Dade are higher than in other parts of the State, particularly at the secondary level.

The percentages of classes taught out-of-field differ greatly from the senior highs (7.1%) to the middle/junior highs (13.9%).

PURPOSE AND BACKGROUND

Teaching certificates granted by the State of Florida are based upon the teacher's relevant training, experience, and test results and cover only specific fields and grade levels. In the 1983-84 school year, the Florida State Department of Education (DOE) began monitoring the number of classes taught by teachers who did not hold State-required (or recommended) certificates to teach these classes.

The Florida Department of Education's (DOE) annual Course Code Directory lists all courses which are funded through the Florida Education Finance Program and for which students may earn credit toward high school graduation. The annual Course Code Directory also includes specific certification coverage(s) appropriate for an individual to teach or render service in designated areas or fields. The specific coverage identified in the directory for each course are not mandatory unless otherwise required by law or rule of the State Board of Education. Specific coverage is only required in the areas of vocational, exceptional student, and adult education. Effective in 1987-88, mathematics and science in grades 7-12 will also require specific certification coverage.

School districts provide information concerning out-of-field assignments to the State through an annual report titled the Course Data Survey. For the Course Data Survey and for this particular study, classes are considered out-of-field if the teacher's area of certification does not match the area(s) of certification listed in the Course Code Directory even though the listed certification area may be a recommendation only, i.e., it is not required by State law or rule.

For secondary level courses, the Course Data Survey is prepared by the Office of Educational Accountability utilizing computer-generated data prepared by the Division of Management Information Systems (MIS). At the elementary level, data used to report out-of-field teaching assignments is obtained directly from school principals.

The Florida DOE utilizes information provided by districts on out-of-field assignments to assist in the determination of subject areas and/or grade levels experiencing critical staff shortages. Generally, the DOE assumes that the assignment of courses to teachers lacking either the State required or the State recommended certification(s) indicates a shortage of teachers for a subject area or grade level.

The Bureau of Personnel Management has traditionally monitored the number and certification progress of teachers hired without regular certification. Additionally, the district program supervisors monitor certification in those areas where specific certifications are required, i.e., vocational, exceptional student, and adult education. However, the district has not previously had a systematic, comprehensive monitoring process to identify and report all classes taught by teachers working outside their area(s) of certification.

Utilizing data generated from the district's automated files, the State reported that during the fall of 1985 approximately 16% of all secondary classes in Dade were taught by teachers who were assigned to teach out-of-field (lacked the State-designated recommended/required certification). Based on interviews with selected staff in the Bureaus of Education, School Operations, and Personnel Management, Office of Educational Accountability staff concluded

that the computer-generated data was erroneous. As a result, this study was undertaken.

This study is limited to an investigation of out-of-field assignments at the secondary level. Out-of-field assignments at the elementary level are low and are generally comparable to the rest of the State (1.4% for Dade and 1.2% for the rest of the State). Additionally, information concerning out-of-field assignments at the elementary level is obtained directly from school principals and is not independently verifiable through the system's automated database.

The primary purpose of the present study was to determine the percentage of DCPS secondary classes assigned to teachers not holding the State required/recommended certification. A second purpose of the study was to examine the reasons principals assign teachers to classes when the teacher lacks either the State required or recommended certification. A third purpose was to improve the accuracy of the automated system currently used to identify out-of-field assignments at the secondary level.

METHOD

During the fall of 1985, numerous errors in the procedures utilized to generate the Course Data Survey were identified and corrected by OEA and MIS. Further examination of the resulting data lead OEA staff to conclude that the computer-generated data were still not sufficiently accurate. As a result, it was necessary to request that schools verify the data. The first phase of this verification process involved the development of the Teacher Certification Report by staff from the Bureau of Personnel Management and OEA. The Teacher Certification Report is a computer generated listing by school of classes being taught by teachers who lack State required/recommended certification for that class. Appendix A is a sample page from the current Teacher Certification Report sent to all secondary schools for verification (with teacher names and numbers deleted for this report).

The second phase of the study involved the joint development of a school-level survey by staff from OEA and the Bureaus of Personnel Management, School Operations, and Education. This survey was designed to verify the accuracy of the Teacher Certification Report and also to determine the reason(s) teachers were assigned to teach classes out-of-field.

School principals, area directors for personnel, and staff from the Bureau of Personnel Management and the Bureau of Education assisted OEA with the first verification study during the spring of 1986.

As a result of this first verification study, additional problems in the reporting system were identified. During the fall of 1986, additional changes were made by MIS and OEA in the procedures used to generate the Course Data Survey. A second verification study of the revised procedures was conducted during February, 1987. Appendix B is a copy of the survey and accompanying memorandum.

Using the codes on the survey form, principals provided one or more reasons why teachers had been assigned classes out-of-field. The first six responses (A-F) on the survey were used by principals to describe situations where the teacher was erroneously noted on the Teacher Certification Report as teaching out-of-field. Responses A-F included the following reasons: (A) the teacher

does have the designated certification, (B) the course is a dual enrollment and teacher certification is not required, (C) the course is an exceptional education course and the teacher has the certification appropriate for the type of exceptional student(s) in the class, (D) the course is a modified basic course for exceptional students, (E) the identification of the out-of-field assignment is incorrect for some other reason, and (F) the teacher is a new teacher (to Florida) but is apparently certifiable, i.e., the teacher has completed all test and course requirements.

Response G was used by principals to indicate that a particular course had been erroneously classified as out-of-field due to timing problems, i.e., the teacher is an experienced teacher but the application for additional certification(s) had not been completely processed by DOE.

Responses H-L and N were designed to determine the reason(s) why out-of-field assignments were made by principals. Responses H-L and N include: (H) there are no teachers at this school with certification in the state-designated certification areas for this course, (I) the teacher is in the process of taking classes toward appropriate certification, (J) the teacher has specialized experiences which make the teacher qualified, (K) the State recommended areas of certification are too narrow, (L) there were scheduling difficulties, and (N) there are reasons other than those mentioned previously.

Response M was used when the teacher was assigned out-of-field, however the Teacher Certification Report contained incorrect employee information (e.g., employee name and number).

In addition, principals were asked to provide a listing of any specific courses that were not offered at their school because a certified teacher was not available, and also to sign a principal's verification form.

A list of teachers with invalid employee numbers was also generated. These numbers were corrected through a telephone survey by OEA with school-level personnel.

After obtaining the survey information from school principals, OEA corrected the number of assignments initially reported as out-of-field and prepared the final Course Data Survey for 1986-87.

Finally, a memo was distributed to principals during July, 1987 asking them to review the corrected number of out-of-field figures for accuracy (see Appendix C). Reasons for adjustments suggested by principals included: 1) the teacher currently has the proper certification, 2) the teacher did not teach the class in the spring, 3) the teacher is no longer at this location, and 4) the initial report was incorrect. Adjustments could not be made to the percent of out-of-field classes based on the first three reasons. Principals who reported that their initial school-level summary was in error were contacted. Comparison with the required/recommended certifications in the Course Code Directory convinced them of the accuracy of the initial report.

RESULTS AND DISCUSSION

As discussed earlier, this study investigates out-of-field assignments for classes where certification areas are recommended as well as those assignments where specific certifications are required by State law or rule (vocational,

exceptional students, and adult). A listing of the types of courses included for each subject area reported in this study is in Appendix D. This listing was obtained from the Course Code Directory.

For those subject areas where specific certifications are required, the percentage of out-of-field classes is 10.9% or 1,229 of the 11,311 classes offered in these subject areas.

Of the subject areas requiring specific certification, the percentages out-of-field by subject area are Vocational Basic (37.9%), Public Service Occupations Education (16.7%), Diversified Education (15.2%), Marketing/Distributive Education (14.3%), Industrial Arts Education/Industrial Education (7.8%), Health Occupations (6.9%), Vocational Education: Adult/Secondary (5.1%), Home Economics (3.8%), Business Education (2.7%), and Agribusiness (1.8%). Mathematics and science at the secondary level will require in-field certification effective in 1987-88.

The overall percent of out-of-field classes (excluding ESE) for the District was 10.8%, or 3,314 of the 30,607 classes offered during the fall of 1986. Including ESE, the overall percent of out-of-field classes was 11.2% or 4,198 of the 37,493 classes reported.[1]

Examining only subject areas where at least 100 classes were reported during the fall of 1986, the following subject areas were higher than the District average in the percentage of classes taught out-of-field: Vocational Basic (37.9%), Library Media (26.8%), Health (22.0%), Drama (19.8%), Language Arts (15.5%), Diversified Education (15.2%), Safety and Driver Education (14.6%), Marketing/Distributive Education (14.3%), Social Studies (13.6%), Science (13.1%), and Exceptional Education (12.8%).

Information on all subject areas is provided in Table 1. This table provides the number of out-of-field class assignments after corrections were made using the survey information from school principals, the total number of classes taught in each subject area, and the final corrected percent of out-of-field classes for all subject areas.[2]

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[1] The number of ESE classes reported is inflated due to the manner in which a class is defined for this subject area, i.e., a class for ESE is counted once for each different type of exceptional student in a given class. For this reason, out-of-field totals and percentages will generally be reported with ESE excluded.

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[2] Certification requirements for certain program areas (such as alternative education) are limited to regular certification, without regard to the particular subject area(s) listed on the certificate. Additionally, it should be noted that not all secondary alternative programs have been included in this study; the study was limited to secondary programs with automated personnel and student records. Finally, it should be noted that a teacher is classified as having an out-of-field assignment if his/her certificate has expired (e.g., this was the reason for the out-of-field assignments in alternative education).

The State of Florida's annual Teacher Supply and Demand Report indicates that the percentage of secondary classes out-of-field in Dade is higher than figures reported from the balance of the State. Part of this difference may be a function of different data collection methods as Dade's data at the secondary level is generated from automated personnel, student and course records. Most other districts generate their data from reports manually prepared by school principals. School principals in these districts may erroneously code a course in-field without carefully checking the State certification requirements/recommendations.

Tables 2 and 3 indicate that out-of-field classes are much more likely to occur at the middle/junior high level than at the senior high level, i.e., 13.9% compared to 7.1% when ESE classes are excluded.

Tables 4-7 provide a listing of out-of-field assignments by subject area for each of the administrative areas in the District.

Table 8 provides the distribution of the number of reasons reported by principals for out-of-field assignments by subject area: Reason H - lack of certified teachers (195), Reason I - the teacher is currently working toward in-field certification (1478), Reason J - the teacher has experiences which make the teacher qualified (838), Reason K - the State certification areas are too narrow (661), Reason L - scheduling difficulties (405), and Reason N - other explanations (267). Table 8 also contains the number of cases where the information on the report was incorrect and/or there were invalid employee numbers.

Tables 9-11 provide a more detailed description of the types of comments provided by principals for those survey items requesting additional information on out-of-field assignments - Survey Codes J, L, N.

Reason J (teacher has had specialized experiences that make him/her well qualified to teach this course) was identified by principals as the reason for 838 out-of-field class assignments. As provided in Table 9, 263 of these assignments were in Language Arts. Of this number, principals indicated that 120 of these class assignments were made because the teacher is bilingual or has taught ESOL before or has internal certification (Category 2). Other subject areas are also included.

Reason L (scheduling difficulties made it absolutely neccessary to make this out-of-field assignment) was identified by principals as the reason for 405 out-of-field class assignments. As provided in Table 10, 118 of these assignments were in Language Arts, 80 were in Mathematics and 61 were in Social Studies. These comments were distributed across all summary categories.

Reason N (reasons not provided by other survey codes) was identified by principals as the reason for 267 out-of-field class assignments. As provided in Table 11, 54 of these assignments were in Science, and 53 were in Mathematics. Principals indicated that 34 of the out-of-field class assignments were made because they were SACS permitted.

Tables 12-14 list the verbatim comments provided by principals for each of the summary categories described in Tables 9-11.

A recently enacted State statute requires that during 1987-88 parents be notified if their children are being taught by a teacher assigned out-of-field. Clearly the automated system should be utilized to provide this information, in addition to the information currently provided for the Course Code Survey.

Table 15 provides information needed to identify additional areas where the computerized procedures apparently still fail to provide an accurate identification of classes taught out-of-field. This table provides a distribution by subject areas of the 1,784 classes erroneously classified in the initial Teacher Certification Report as out-of-field. According to school principals, almost one in three of the classes identified by the preliminary Course Code Survey as out-of-field is actually taught by a certified teacher. However, many of these misclassifications were not the result of errors in the computerized program. Rather, about half of these errors occurred because at the time of the preliminary count in October, new or extended certificates had either not been received from DOE or had not been entered into the DCPS personnel database or because there were errors in the employee number on the personnel file.

Many other errors in classification were the result of incorrect employee numbers in the automated files. In most cases, the employee name may have been correct, but not the employee number which is utilized to obtain additional information about the employee. While principals were conducting the verification study, OEA staff corrected the numbers for the purpose of this study. As a result, 629 of the 844 classes initially identified as out-of-field for this reason were reclassified as in-field.

None of the principals reported that courses could not be offered at his/her school due to a lack of teachers with the required or recommended certification.

TABLES

TABLE 1

NUMBER AND PERCENT OF OUT-OF-FIELD CLASS ASSIGNMENTS
BY SUBJECT AREA: DISTRICT

Subject Area	Corrected Number of Out-of-Field Class Assignments After Using Survey Information	Total Number of Classes Taught	Percent of Total Classes Taught Out-of-Field
Art	39	940	4.1
Computer Education	13	775	1.7
Dance	2	198	1.0
Drama	70	354	19.8
Executive Internship	6	49	12.2
Exploratory	11	199	5.5
Foreign Languages	156	1,827	8.5
Health	63	287	22.0
Humanities	0	9	0.0
Language Arts	923	5,950	15.5
Library Media	126	470	26.8
Mathematics	442	4,117	10.7
Music	45	1,375	3.3
Peer Counseling	0	131	0.0
Physical Education	173	2,737	6.3
Research	0	57	0.0
R.O.T.C.	15	74	20.3
Safety and Driver Ed.	36	246	14.6
Science	414	3,165	13.1
Social Studies	420	3,090	13.6
Study Hall	0	3	0.0
Vocational Basic	47	124	37.9
Graded Self-Contained	2	67	3.0
Alternative Education	13	62	21.0
Agribusiness	1	56	1.8
Business Education	28	1,041	2.7
Diversified Education	87	572	15.2
Health Occupations	6	87	6.9
Home Economics	26	687	3.8
Ind. Ed./Ind. Arts	129	1,662	7.8
Mktg./Dist. Ed.	15	105	14.3
Public Svs. Occup. Ed.	2	12	16.7
Vocational Ed. (Ad./Sec)	4	79	5.1
Subtotal	3,314	30,607	10.8
ESE Classes*	884	6,886	12.8
Total**	4,198	37,493	11.2

*Classes are presented separately for ESE because, for reporting purposes to the DOE, a class for ESE is counted once for each different type of exceptional student in a given class.

**District totals include special centers. Special centers are not included in the junior and senior high tables (Tables 2-3). Additionally, some special centers are not included in the totals by administrative area (Tables 4-7).

TABLE 2

NUMBER AND PERCENT OF OUT-OF-FIELD CLASS ASSIGNMENTS
BY SUBJECT AREA: JUNIOR HIGH/MIDDLE SCHOOLS

Subject Area	Corrected Number of Out-of-Field Class Assignments After Using Survey Information	Total Number of Classes Taught	Percent of Total Classes Taught Out-of-Field
Art	17	444	3.8
Computer Education	13	446	2.9
Dance	2	92	2.2
Drama	50	197	25.4
Executive Internship	0	0	0.0
Exploratory	11	192	5.7
Foreign Languages	82	707	11.6
Health	0	10	0.0
Humanities	0	2	0.0
Language Arts	653	2,910	22.4
Library Media	114	393	29.0
Mathematics	272	2,075	13.1
Music	32	823	3.9
Peer Counseling	0	49	0.0
Physical Education	119	1,743	6.8
Research	0	3	0.0
R.O.T.C.	0	0	0.0
Safety and Driver Ed.	0	0	0.0
Science	221	1,287	17.2
Social Studies	237	1,369	17.3
Study Hall	0	0	0.0
Vocational Basic	20	64	31.3
Graded Self-Contained	1	26	3.8
Alternative Education	0	0	0.0
Agribusiness	0	1	0.0
Business Education	3	289	1.0
Diversified Education	74	251	29.5
Health Occupations	0	24	0.0
Home Economics	18	345	5.2
Ind. Ed./Ind. Arts	52	569	9.1
Mktg./Dist. Ed.	0	9	0.0
Public Svs. Occup. Ed.	2	2	100.0
Vocational Ed. (Ad./Sec)	0	0	0.0
Subtotal	1,993	14,322	13.9
ESE Classes	524	3,920	13.4
Total: Junior High	2,517	18,242	13.8

Note: Classes are presented separately for ESE because, for reporting purposes to the DOE, a class for ESE is counted once for each different type of exceptional student in a given class.

TABLE 3

NUMBER AND PERCENT OF OUT-OF-FIELD CLASS ASSIGNMENTS
BY SUBJECT AREA: SENIOR HIGH SCHOOLS

Subject Area	Corrected Number of Out-of-Field Class Assignments After Using Survey Information	Total Number of Classes Taught	Percent of Total Classes Taught Out-of-Field
Art	11	414	2.7
Computer Education	0	313	0.0
Dance	0	106	0.0
Drama	20	150	13.3
Executive Internship	6	49	12.2
Exploratory	0	0	0.0
Foreign Languages	74	1,100	6.7
Health	62	254	24.4
Humanities	0	7	0.0
Language Arts	216	2,700	8.0
Library Media	12	77	15.6
Mathematics	120	1,767	6.8
Music	13	522	2.5
Peer Counseling	0	74	0.0
Physical Education	32	895	3.6
Research	0	54	0.0
R.O.T.C.	15	74	20.3
Safety and Driver Ed.	36	245	14.7
Science	146	1,650	8.8
Social Studies	115	1,489	7.7
Study Hall	0	3	0.0
Vocational Basic	17	43	39.5
Graded Self-Contained	1	41	2.4
Alternative Education	0	0	0.0
Agribusiness	0	16	0.0
Business Education	18	668	2.7
Diversified Education	13	284	4.6
Health Occupations	0	44	0.0
Home Economics	8	249	3.2
Ind. Ed./Ind. Arts	56	712	7.9
Mktg./Dist. Ed.	15	94	16.0
Public Svs. Occup. Ed.	0	4	0.0
Vocational Ed. (Ad./Sec)	0	45	0.0
Subtotal	1,006	14,143	7.1
ESE Classes	316	2,490	12.7
Total: Senior High	1,322	16,633	7.9

Note: Classes are presented separately for ESE because, for reporting purposes to the DOE, a class for ESE is counted once for each different type of exceptional student in a given class.

TABLE 4
NUMBER AND PERCENT OF OUT-OF-FIELD CLASS ASSIGNMENTS
BY SUBJECT AREA: NORTH

Subject Area	Corrected Number of Out-of-Field Class Assignments After Using Survey Information	Total Number of Classes Taught	Percent of Total Classes Taught Out-of-Field
Art	9	188	4.8
Computer Education	3	193	1.6
Dance	2	22	9.1
Drama	12	89	13.5
Executive Internship	5	18	27.8
Exploratory	5	59	8.5
Foreign Languages	27	496	5.4
Health	5	64	7.8
Humanities	0	3	0.0
Language Arts	222	1,507	14.7
Library Media	27	98	27.6
Mathematics	59	1,075	5.5
Music	15	333	4.5
Peer Counseling	0	70	0.0
Physical Education	44	784	5.6
Research	0	17	0.0
R.O.T.C.	0	0	0.0
Safety and Driver Ed.	17	73	23.3
Science	86	839	10.3
Social Studies	73	774	9.4
Study Hall	0	1	0.0
Vocational Basic	6	12	50.0
Graded Self-Contained	0	6	0.0
Alternative Education	0	0	0.0
Agribusiness	0	0	0.0
Business Education	4	255	1.6
Diversified Education	19	145	13.1
Health Occupations	0	20	0.0
Home Economics	0	133	0.0
Ind. Ed./Ind. Arts	39	298	13.1
Mktg./Dist. Ed.	9	25	36.0
Public Svs. Occup. Ed.	0	0	0.0
Vocational Ed. (Ad./Sec)	0	2	0.0
Subtotal	688	7,599	9.1
ESE Classes	267	1,670	16.0
Total: North Area	955	9,269	10.3

Note: Classes are presented separately for ESE because, for reporting purposes to the DOE, a class for ESE is counted once for each different type of exceptional student in a given class.

TABLE 5
NUMBER AND PERCENT OF OUT-OF-FIELD CLASS ASSIGNMENTS
BY SUBJECT AREA: NORTH CENTRAL

Subject Area	Corrected Number of Out-of-Field Class Assignments After Using Survey Information	Total Number of Classes Taught	Percent of Total Classes Taught Out-of-Field
Art	3	195	1.5
Computer Education	0	193	0.0
Dance	0	33	0.0
Drama	24	71	33.8
Executive Internship	0	13	0.0
Exploratory	0	35	0.0
Foreign Languages	17	258	6.6
Health	16	45	35.6
Humanities	0	1	0.0
Language Arts	264	1,323	20.0
Library Media	10	77	13.0
Mathematics	161	894	18.0
Music	1	339	0.3
Peer Counseling	0	13	0.0
Physical Education	32	616	5.2
Research	0	10	0.0
R.O.T.C.	0	23	0.0
Safety and Driver Ed.	15	64	23.4
Science	119	668	17.8
Social Studies	101	667	15.1
Study Hall	0	0	0.0
Vocational Basic	16	63	25.4
Graded Self-Contained	0	15	0.0
Alternative Education	0	0	0.0
Agribusiness	0	0	0.0
Business Education	8	233	3.4
Diversified Education	20	142	14.1
Health Occupations	0	30	0.0
Home Economics	18	190	9.5
Ind. Ed./Ind. Arts	30	379	7.9
Mktg./Dist. Ed.	0	23	0.0
Public Svs. Occup. Ed.	0	4	0.0
Vocational Ed. (Ad./Sec)	0	0	0.0
Subtotal	855	6,617	13.2
ESE Classes	203	1,408	14.4
Total: North Central Area	1,058	8,025	13.2

Note: Classes are presented separately for ESE because, for reporting purposes to the DOE, a class for ESE is counted once for each different type of exceptional student in a given class.

TABLE 6

NUMBER AND PERCENT OF OUT-OF-FIELD CLASS ASSIGNMENTS
BY SUBJECT AREA: SOUTH

Subject Area	Corrected Number of Out-of-Field Class Assignments After Using Survey Information	Total Number of Classes Taught	Percent of Total Classes Taught Out-of-Field
Art	9	231	3.9
Computer Education	8	169	4.7
Dance	0	74	0.0
Drama	28	117	23.9
Executive Internship	1	14	7.1
Exploratory	6	82	7.3
Foreign Languages	61	523	11.7
Health	17	62	27.4
Humanities	0	5	0.0
Language Arts	156	1,430	10.9
Library Media	30	141	21.3
Mathematics	67	950	7.1
Music	2	341	0.6
Peer Counseling	0	13	0.0
Physical Education	46	675	6.8
Research	0	14	0.0
R.O.T.C.	2	24	8.3
Safety and Driver Ed.	1	33	3.0
Science	71	746	9.5
Social Studies	91	278	12.5
Study Hall	0	0	0.0
Vocational Basic	10	23	43.5
Graded Self-Contained	2	26	7.7
Alternative Education	0	0	0.0
Agribusiness	0	17	0.0
Business Education	5	264	1.9
Diversified Education	22	111	19.8
Health Occupations	0	1	0.0
Home Economics	8	134	6.0
Ind. Ed./Ind. Arts	14	320	4.4
Mktg./Dist. Ed.	6	35	17.1
Public Svs. Occup. Ed.	0	0	0.0
Vocational Ed. (Ad./Sec)	0	1	0.0
Subtotal	663	7,304	9.1
ESE Classes	240	1,797	13.4
Total: South Area	903	9,101	9.9

Note: Classes are presented separately for ESE because, for reporting purposes to the DOE, a class for ESE is counted once for each different type of exceptional student in a given class.

TABLE 7

NUMBER AND PERCENT OF OUT-OF-FIELD CLASS ASSIGNMENTS
BY SUBJECT AREA: SOUTH CENTRAL

Subject Area	Corrected Number of Out-of-Field Class Assignments After Using Survey Information	Total Number of Classes Taught	Percent of Total Classes Taught Out-of-Field
Art	7	244	2.9
Computer Education	2	204	1.0
Dance	0	69	0.0
Drama	6	70	8.6
Executive Internship	0	4	0.0
Exploratory	0	16	0.0
Foreign Languages	51	530	9.6
Health	24	93	25.8
Humanities	0	0	0.0
Language Arts	227	1,350	16.8
Library Media	59	154	38.3
Mathematics	105	923	11.4
Music	27	322	8.1
Peer Counseling	0	27	0.0
Physical Education	29	563	5.2
Research	0	16	0.0
R.O.T.C.	13	27	48.1
Safety and Driver Ed.	3	75	4.0
Science	91	684	13.3
Social Studies	87	689	12.6
Study Hall	0	2	0.0
Vocational Basic	5	9	55.6
Graded Self-Contained	0	20	0.0
Alternative Education	0	0	0.0
Agribusiness	0	0	0.0
Business Education	4	205	2.0
Diversified Education	26	137	19.0
Health Occupations	0	17	0.0
Home Economics	8	137	0.0
Ind. Ed./Ind. Arts	25	284	8.8
Mktg./Dist. Ed.	0	20	0.0
Public Svs. Occup. Ed.	2	2	100.0
Vocational Ed. (Ad./Sec)	0	0	0.0
Subtotal	793	6,903	11.5
ESE Classes	130	1,535	8.5
Total: South Central Area	923	8,438	10.9

Note: Classes are presented separately for ESE because, for reporting purposes to the DOE, a class for ESE is counted once for each different type of exceptional student in a given class.

TABLE 8

DISTRIBUTION OF THE NUMBER OF REASONS REPORTED BY PRINCIPALS FOR OUT-OF-FIELD CLASS ASSIGNMENTS BY SUBJECT AREA

Subject Area	H	I	J	K	L	M	N	Incorrect Emp. Num.*	TOTAL
Art	2	2	13	1	14	0	0	7	39
Computer Education	8	0	0	0	1	2	0	2	13
Dance	0	0	0	0	0	0	0	2	2
Drama	4	21	12	7	11	9	3	3	70
Executive Internship	0	0	0	0	0	0	0	6	6
Exploratory	0	0	0	0	0	5	5	1	11
Foreign Languages	37	55	17	6	18	0	11	12	156
Health	0	9	3	33	5	5	4	4	63
Humanities	0	0	0	0	0	0	0	0	0
Language Arts	78	284	263	99	118	13	32	36	923
Library Media	0	29	47	12	24	6	0	8	126
Mathematics	11	217	49	18	80	12	53	14	442
Music	0	0	21	0	0	0	21	3	45
Physical Education	0	49	52	5	14	31	16	6	173
Research	0	0	0	0	0	0	0	0	0
R.O.T.C.	0	0	0	0	0	11	0	4	15
Safety and Driver Ed.	0	12	18	0	0	3	0	3	36
Science	14	218	43	37	19	5	54	24	414
Social Studies	13	187	36	73	61	7	17	26	420
Vocational Basic	0	9	12	10	11	0	0	5	47
Graded Self-Contained	0	0	0	0	0	0	0	2	2
Alternative Education	0	0	0	0	0	0	0	13	13
Agribusiness	0	0	0	0	0	0	0	1	1
Business Education	0	3	7	6	2	5	0	5	28
Diversified Education	8	71	0	0	0	0	0	8	87
Health Occupations	0	0	0	0	0	0	0	6	6
Home Economics	0	13	8	2	1	0	0	2	26
Ind. Ed./Ind. Arts	11	19	48	34	8	2	1	6	129
Mktg./Dist. Ed.	0	13	0	0	0	0	0	2	15
Public Svs. Occup. Ed.	0	0	2	0	0	0	0	4	4
Vocational Ed. (Ad./Sec.)	0	0	0	0	0	0	0	4	4
Subtotal	186	1,225	651	343	387	116	217	189	3,314
ESE	9	253	187	318	18	23	50	26	884
Total	195	1,478	838	661	405	139	267	215	4,198

CODE H: There are no teachers at this school with certification in the state-designated certification areas for this course.

CODE I: The teacher assigned to this course is currently in the process of taking courses to obtain required certification.

CODE J: In my opinion, this teacher has had specialized experiences that make him/her well-qualified to teach this course.

CODE K: In my opinion, the state-designated areas of certification are too narrow. The teacher is certified in an area that should be permitted for this course.

CODE L: Scheduling difficulties made it absolutely necessary to make this out-of-field assignment.

CODE M: The employee number, employee name, or some other information is incorrect.

CODE N: There are reasons other than those provided above.

* If the teacher's employee number for a class was not corrected, the class was necessarily identified as out-of-field since no information could be collected about the teacher. As the number of such classes was only 215, the result is insignificant.

TABLE 9

DISTRIBUTION OF THE NUMBER OF COMMENTS BY SUBJECT AREA AND BY CATEGORIES
REASON J: EXPERIENCE

Subject Area	Categories* 1	2	3	4	5	6	7	No Additional Comments Provided	Total
Art	3	0	1	3	1	0	0	5	13
Computer Education	0	0	0	0	0	0	0	0	0
Dance	0	0	0	0	0	0	0	0	0
Drama	2	0	2	0	0	2	1	5	12
Executive Internship	0	0	0	0	0	0	0	0	0
Exploratory	0	0	0	0	0	0	0	0	0
Foreign Languages	2	12	2	1	0	0	0	0	17
Health	0	0	0	0	1	2	0	0	3
Humanities	0	0	0	0	0	0	0	0	0
Language Arts	29	120	22	9	6	3	5	69	263
Library Media	3	0	8	2	0	3	2	29	47
Mathematics	32	0	2	3	8	2	2	0	49
Music	1	0	2	4	0	0	0	14	21
Physical Education	25	0	6	1	2	0	0	18	52
Research	0	0	0	0	0	0	0	0	0
R.O.T.C.	0	0	0	0	0	0	0	0	0
Safety and Driver Ed.	1	0	2	4	0	3	0	8	18
Science	10	0	6	2	6	1	3	15	43
Social Studies	10	0	5	2	1	2	4	12	36
Vocational Basic	5	0	2	1	2	0	0	2	12
Graded Self-Contained	0	0	0	0	0	0	0	0	0
Alternative Education	0	0	0	0	0	0	0	0	0
Agribusiness	0	0	0	0	0	0	0	0	0
Business Education	2	0	0	0	2	0	1	2	7
Diversified Education	0	0	0	0	0	0	0	0	0
Health Occupations	0	0	0	0	0	0	0	0	0
Home Economics	0	0	1	0	0	0	2	5	8
Ind. Ed./Ind. Arts	3	0	6	7	2	0	2	28	48
Mktg./Dist. Ed.	0	0	0	0	0	0	0	0	0
Public Svs. Occup. Ed.	0	0	1	1	0	0	0	0	2
Vocational Ed. (Ad./Sec.)	0	0	0	0	0	0	0	0	0
Subtotal	128	132	68	40	31	18	22	212	651
ESE	28	0	12	3	0	1	2	141	187
Total	156	132	80	43	31	19	24	353	838

* The various comments provided by principals have been summarized as indicated below.

Category 1: Teacher has past experience (in general)
Category 2: Teacher is bilingual, or has taught ESOL before, or has internal certification
Category 3: Teacher is currently taking courses
Category 4: Teacher has specific/applied experience
Category 5: Teacher has relevant experience for this specific course
Category 6: This Course Has Other Subject Matter, Not Specific to Course Code
Category 7: Other

TABLE 10

DISTRIBUTION OF THE NUMBER OF COMMENTS BY SUBJECT AREA AND BY CATEGORIES
REASON L: SCHEDULING

Subject Area	Categories*							No Additional Comments Provided	Total
	1	2	3	4	5	6	7		
Art	6	2	0	1	0	4	1	0	14
Computer Education	1	0	0	0	0	0	0	0	1
Dance	0	0	0	0	0	0	0	0	0
Drama	5	2	0	1	3	0	0	0	11
Executive Internship	0	0	0	0	0	0	0	0	0
Exploratory	0	0	0	0	0	0	0	0	0
Foreign Languages	9	3	1	0	0	3	2	0	18
Health	3	2	0	0	0	0	0	0	5
Humanities	0	0	0	0	0	0	0	0	0
Language Arts	22	15	23	24	24	2	8	0	118
Library Media	7	3	1	2	1	5	5	0	24
Mathematics	23	12	11	8	6	14	6	0	80
Music	0	0	0	0	0	0	0	0	0
Physical Education	3	2	1	1	2	3	2	0	14
Research	0	0	0	0	0	0	0	0	0
R.O.T.C.	0	0	0	0	0	0	0	0	0
Safety and Driver Ed.	0	0	0	0	0	0	0	0	0
Science	7	4	6	1	1	0	0	0	19
Social Studies	7	9	10	9	8	10	8	0	61
Vocational Basic	3	1	3	1	0	2	1	0	11
Graded Self-Contained	0	0	0	0	0	0	0	0	0
Alternative Education	0	0	0	0	0	0	0	0	0
Agribusiness	0	0	0	0	0	0	0	0	0
Business Education	2	0	0	0	0	0	0	0	2
Diversified Education	0	0	0	0	0	0	0	0	0
Health Occupations	0	0	0	0	0	0	0	0	0
Home Economics	0	0	0	1	0	0	0	0	1
Ind. Ed./Ind. Arts	7	1	0	0	0	0	0	0	8
Mktg./Dist. Ed.	0	0	0	0	0	0	0	0	0
Public Svs. Occup. Ed.	0	0	0	0	0	0	0	0	0
Vocational Ed. (Ad./Sec.)	0	0	0	0	0	0	0	0	0
Subtotal	105	56	56	49	45	43	33	0	387
ESE	6	7	3	0	2	0	0	0	18
Total	111	63	59	49	47	43	33	0	405

* The various comments provided by principals have been summarized as indicated below.

Category 1: Teacher has background/experience
Category 2: Sixth Period Supplement
Category 3: Availability of Teacher to be assigned
Category 4: Only One Course Assigned Out-of-Field
Category 5: Two or More Classes Had to be Assigned Out-of-Field
Category 6: Teacher Bilingual, has taught ESOL before, has internal certification
Category 7: Other

TABLE 11

DISTRIBUTION OF THE NUMBER OF COMMENTS BY SUBJECT AREA AND BY CATEGORIES
REASON N: OTHER

Subject Area	Categories* 1	2	3	4	5	6	7	8	No Additional Comments Provided	Total
Art	0	0	0	0	0	0	0	0	0	0
Computer Education	0	0	0	0	0	0	0	0	0	0
Dance	0	0	0	0	0	0	0	0	0	0
Drama	0	0	0	3	0	0	0	0	0	3
Executive Internship	0	0	0	0	0	0	0	0	0	0
Exploratory	0	0	0	2	0	0	0	0	3	5
Foreign Languages	3	2	2	0	1	0	0	0	3	11
Health	1	0	0	0	1	0	0	0	2	4
Humanities	0	0	0	0	0	0	0	0	0	0
Language Arts	5	9	0	0	0	0	3	0	15	32
Library Media	0	0	0	0	0	0	0	0	0	0
Mathematics	8	0	3	0	1	1	0	1	39	53
Music	3	0	0	0	0	0	0	0	18	21
Physical Education	2	0	0	0	0	0	0	0	14	16
Research	0	0	0	0	0	0	0	0	0	0
R.O.T.C.	0	0	0	0	0	0	0	0	0	0
Safety and Driver Ed.	0	0	0	0	0	0	0	0	0	0
Science	10	0	5	2	0	1	0	3	33	54
Social Studies	2	0	0	0	1	2	0	1	11	17
Vocational Basic	0	0	0	0	0	0	0	0	0	0
Graded Self-Contained	0	0	0	0	0	0	0	0	0	0
Alternative Education	0	0	0	0	0	0	0	0	0	0
Agribusiness	0	0	0	0	0	0	0	0	0	0
Business Education	0	0	0	0	0	0	0	0	0	0
Diversified Education	0	0	0	0	0	0	0	0	0	0
Health Occupations	0	0	0	0	0	0	0	0	0	0
Home Economics	0	0	0	0	0	0	0	0	0	0
Ind. Ed./Ind. Arts	0	0	0	0	0	0	0	0	1	1
Mktg./Dist. Ed.	0	0	0	0	0	0	0	0	0	0
Public Svs. Occup. Ed.	0	0	0	0	0	0	0	0	0	0
Vocational Ed. (Ad./Sec.)	0	0	0	0	0	0	0	0	0	0
Subtotal	34	11	10	7	4	4	3	5	139	217
ESE	0	0	0	0	3	0	0	2	45	50
Total	34	11	10	7	7	4	3	7	184	267

* The various comments provided by principals have been summarized as indicated below.

Category 1: SACS Permitted
Category 2: Teacher is bilingual, or has taught ESOL before, or has internal certification.
Category 3: Teacher is furthering his/her education.
Category 4: Teacher has other duties.
Category 5: Sixth Period/Other Supplement
Category 6: Administrative Assignment
Category 7: Willingness of teacher to teach class
Category 8: Other

TABLE 12

DISTRIBUTION OF COMMENTS
REASON J: EXPERIENCE

TOTAL NUMBER OF COMMENTS PROVIDED WHEN REASON J (EXPERIENCE) WAS USED BY PRINCIPALS TO EXPLAIN WHY AN OUT-OF-FIELD ASSIGNMENT WAS MADE: TOTAL = 485

CATEGORY 1: TEACHER HAS PAST EXPERIENCE (IN GENERAL): TOTAL = 156

Number of Comments	Comment
2	certified in business education and has taught class before
4	elementary certification-teacher of reading and writing for several years
5	experience in adult education
3	experience in language arts
48	extensive years of experience
4	has been highly successful in previous experience
3	has been teaching math for five years
2	has been teaching math for ten years
1	has been teaching this course for the past 14 years and has been to workshops
2	has experience in teaching physical education students
3	has taught English classes
2	has taught learning disabled and gifted classes
1	has taught this class before and is DCT certified
2	observations indicate that teacher is an excellent world history teacher
4	previous experience working with emotionally disturbed
1	six years of experience in the field
3	teacher has experience in subject area and is certified in reading
9	teacher has extensive experience in ESE
1	teacher has minor in ESE, taught the same for 2 years, shortage of teachers in this area made assignment necessary
8	teacher has taught advanced level classes
2	teacher has taught various social studies classes with success
1	teacher is teaching a basic level math course in the morning to work experience students; he has taught math many times during his many years with DCPS
39	teacher has past experience
6	yearbook experience for many years

CATEGORY 2: TEACHER IS BILINGUAL, OR HAS TAUGHT ESOL BEFORE, OR HAS INTERNAL CERTIFICATION: TOTAL = 132

Number of Comments	Comment
5	BCC program-Creole speaking
1	bilingual, has 18 hours of credit in Spanish
16	bilingual, speaks and writes Spanish fluently
1	completing Master's in ESOL and Bilingual
1	doctorate in education from Cuba, experience teaching ESOL and Spanish

CATEGORY 2: (continued) TEACHER IS BILINGUAL, HAS TAUGHT ESOL BEFORE, HAS INTERNAL CERTIFICATION: TOTAL = 132

Number of Comments	Comment
4	experience in ESOL and Spanish
2	experience in ESOL, Creole-native language
1	has taught ESOL in Adult Education
12	inservice education in ESOL
2	she has internal certification in ESOL and has been teaching it since 1980
9	Spanish descent, experience in ESOL, Bilingual
34	teacher has Dade County internal certification in ESOL
8	teacher has extensive experience with ESOL students and has certification in reading
2	teacher has internal certification in ESOL and is experienced in ESOL
3	teacher is bilingual and quite competent to teach level one Spanish
2	teacher is bilingual native speaker and very interested in topic
16	teacher is fluent in Spanish
1	teacher is multilingual and quite competent to teach level one Spanish
6	teacher is well-qualified in bilingual education
3	these are ESOL students
1	this course is taught in Spanish
2	degree in bilingual education

CATEGORY 3: TEACHER IS CURRENTLY TAKING COURSES: TOTAL = 80

Number of Comments	Comment
6	has taken classes for exceptional student education
2	has taken courses and inservice for Adaptive PE
2	minor in English, Master's in personnel and guidance
1	minor in junior high
18	teacher has 12 hours in field
2	teacher has 13 hours in field, will work toward add-on certification in French
1	teacher has advanced coursework in computers which makes her well-qualified
3	teacher has credits from University of London in Latin, will request transcript
33	teacher has taken courses toward certification and is waiting to take additional courses
3	teacher has taken coursework, but has not applied for certification beyond 2 areas
2	teacher is working on certification in reading
7	will take courses needed for certification

CATEGORY 4: TEACHER HAS SPECIFIC/APPLIED EXPERIENCE: TOTAL = 43

Number of Comments	Comment
2	experience in subject area, sports editor for The Miami Times newspaper
2	expert in technical areas of TV production
1	extensive theater and drama experience
2	had craft classes and has taught crafts before
1	has taken courses, speaks language, and has taught German
2	has worked many years with adult mentally retarded
2	school marketing representative with tremendous public relations skills
1	teacher has extensive experience in plastics
16	teacher has professional experience in this area
2	teacher has vast experience in journalism
1	teacher is a certified athletic trainer and is more than qualified to teach this course
4	teacher is a professional musician
5	teacher is an author and writer
2	teacher is author and has published work

CATEGORY 5: TEACHER HAS RELEVANT EXPERIENCE FOR SPECIFIC COURSE: TOTAL = 31

Number of Comments	Comment
2	teacher is teaching basic and regular level math for which she is qualified because of experience in the business world
3	teacher is Vocational Education certified, non-school work experience, relevant jobs
1	assignment of functional math, teacher aide in math
1	basic level reading/language art class, elementary teacher was best person
1	broad experience in computer education. No special education teacher has computer training
2	certified in physical education at Michigan and is a certified athletic trainer
1	course taught is compensatory education, teacher has elementary certification
1	has experience in subject area and certified in electronics
2	her experience as physical education teacher are sufficient for this assignment
1	his experience in industrial arts are more than sufficient to meet this assignment
2	math background
1	teacher has schedule of Basic English comprised of students in stanines 1-3 reading and elementary certification is invaluable
1	teacher has science background but no certification in this field
1	teacher has taught science in elementary school
1	teacher's extensive background qualifies her to teach English, DCT alone would not fill her schedule

CATEGORY 5: TEACHER HAS RELEVANT EXPERIENCE FOR SPECIFIC COURSE: TOTAL = 31 (continued)

Number of Comments	Comment
2	teacher's extraordinary background well qualifies him to teach physics
1	teaches business education which deals with basic math concepts
1	teaches in the Social Studies lab, dealing with potential dropouts
1	teaches work experience which has basic math component
2	teaching compensatory education, experience and certification qualifies her
1	the teacher has had extensive experience teaching Chapter 1 and SCE students, a teacher certified in reading should be qualified to teach this class
1	the teacher is an experienced junior high school teacher (grades 7-9); this certification requirement was changed as a result of the passage of the RAISE Bill
1	this teacher has had extensive experience teaching remedial reading and is qualified to teach this course

CATEGORY 6: THIS COURSE HAS OTHER SUBJECT MATTER, NOT SPECIFIC TO COURSE CODE NUMBER: TOTAL = 19

Number of Comments	Comment
2	those students who work with collections outside the media center are supervised by student services chairperson
2	course open to performing groups only; teacher is group sponsor
1	head basketball coach
1	planetarium director
1	sponsors yearbook
1	students work as aides in history classroom
2	students work in library
1	students work in office
1	taught as EB class
3	teacher is a student council sponsor
1	teacher serves as head football coach
1	teacher serves as school athletic director
2	this instructor was trained and selected to provide outdoor education to students in the Inner City Marine Program. This program is being piloted in the junior high school.

CATEGORY 7: OTHER: TOTAL = 24

Number of Comments	Comment
3	critical supply of substitutes
1	critical supply of substitutes, has related certificate
2	low level math, sixth period supplement, no teacher available; only sixth graders in this course
1	overcrowded classes for in-field teacher
2	sixth period class, experience in ESOL
1	sixth period substitute, has related certificate
11	State program-SARP
1	teacher team teaches one period with full-time teacher
2	this teacher's current certification plus his demonstrated understanding of ESE students make him qualified for this assignment

TABLE 13

DISTRIBUTION OF COMMENTS
REASON L: SCHEDULING

TOTAL NUMBER OF COMMENTS PROVIDED WHEN REASON L (SCHEDULING) WAS USED BY PRINCIPALS TO EXPLAIN WHY AN OUT-OF-FIELD ASSIGNMENT WAS MADE: TOTAL = 485

CATEGORY 1: TEACHER HAS BACKGROUND/EXPERIENCE: TOTAL = 111

Number of Comments	Comment
2	consumer math skills related to requirements of math in industrial arts
4	available with language arts background
1	certified in engineering and mechanical drawing and graphics
2	consumer math related to business math
1	experience as athletic trainer meets basic requirements for biology
2	experience in drama
28	experience in field
2	fluent in Hebrew
7	has experience substituting in the math field
56	has previous experience
3	math related background
1	teacher is teaching a basic level math course in the morning to work experience students; he has taught math many times during his many years with DCPS
2	teacher's extraordinary background well qualifies him to teach physics

CATEGORY 2: SIXTH PERIOD SUPPLEMENT: TOTAL = 63

Number of Comments	Comment
6	class is a sixth period supplement to reduce class size
36	sixth period class
4	sixth period substitute, has related certificate
8	taught as sixth period assignment, no one else available
9	the certified teacher has a full teaching schedule and did not want a sixth period assignment

CATEGORY 3: AVAILABILITY OF TEACHER TO BE ASSIGNED: TOTAL = 59

Number of Comments	Comment
2	certified math teacher not available
1	could not find and employ a German teacher for two periods
44	only available teacher for this assignment
3	teacher was available without assignment-has language arts background

CATEGORY 3: AVAILABILITY OF TEACHER TO BE ASSIGNED: TOTAL = 59

(continued)

Number of Comments	Comment
8	the only other teacher in the school with the appropriate certificate has 6 periods already
1	one semester course was needed to pair with another, no other course was adequate

CATEGORY 4: ONLY ONE COURSE ASSIGNED OUT-OF-FIELD: TOTAL = 49

Number of Comments	Comment
1	only 1 home economics course out of 5 teaching periods
2	only 1 non-music course out of 5 periods
27	only 1 period out-of-field
14	scheduling problems made it necessary to schedule this one class out-of-field
3	teacher is currently teaching one science course, teacher has successfully taught this course before
2	we needed one more class of art and certified teacher already had 6 classes

CATEGORY 5: TWO OR MORE CLASSES HAD TO BE ASSIGNED OUT-OF-FIELD: TOTAL = 47

Number of Comments	Comment
4	a decrease in enrollment necessitated this teacher picking up 2 English classes
3	a full music schedule was not generated; therefore, had to make this assignment; teacher also has background in performance and drama
2	due to low enrollment in music, this teacher picked up some classes that needed teachers; he does have a background in humanities
14	teacher assigned to avoid surplusing another in-field teacher, only two classes
2	teacher teaches 3 EMH classes for which she is certified and only teaches 2 SLD classes for which she is not certified
2	teaches communication skills in regular assignment
20	two unassigned periods to be filled

CATEGORY 6: TEACHER IS BILINGUAL, OR HAS TAUGHT ESOL BEFORE, OR HAS INTERNAL CERTIFICATION: TOTAL = 43

Number of Comments	Comment
2	bilingual, has 18 hours of credit in Spanish
3	reading background best for ESOL
6	teacher has extensive experience with ESOL students and has certification in reading
18	teacher is fluent in Spanish
14	teacher is well-qualified in bilingual education

CATEGORY 7: OTHER: TOTAL = 33

Number of Comments	Comment
2	assigned by Personnel
2	critical supply of substitutes
1	critical supply of substitutes, has related certificate
1	experience students get on the job and get the math also. This schedule had to be done.
1	in order to have work
2	increased demand for this course required this assignment
2	middle school scheduling
1	no English teacher wanted the class
3	overcrowded classes for all in-field teachers
1	personnel needed to supervise office aides
2	reduction in library personnel required this assignment
3	scheduling necessitated the assignment
2	split school assignment
1	surplus teacher assigned to our school
2	teacher assigned by area office-itinerant
1	teacher team teaches one period with full-time teacher
2	time is spent in library and office, filing, etc.
4	will not teach next year

TABLE 14

DISTRIBUTION OF COMMENTS
REASON N: OTHER

TOTAL NUMBER OF COMMENTS PROVIDED WHEN REASON N (OTHER) WAS USED BY PRINCIPALS TO EXPLAIN WHY AN OUT-OF-FIELD ASSIGNMENT WAS MADE: TOTAL = 83

CATEGORY 1: SACS PERMITTED: TOTAL = 34

Number of Comments	Comment
34	SACS permitted, minor part of day

CATEGORY 2: TEACHER IS BILINGUAL, OR HAS TAUGHT ESOL BEFORE, OR HAS INTERNAL CERTIFICATION: TOTAL = 11

Number of Comments	Comment
2	children need instruction in Spanish
7	this course is taught in Spanish
2	teacher has been assigned a bilingual curriculum content, social studies course funded by bilingual dept.

CATEGORY 3: TEACHER IS FURTHERING HIS/HER EDUCATION: TOTAL = 10

Number of Comments	Comment
2	takes 6 credits each year
5	teacher has taken courses in physical science and has successfully taught the courses assigned
3	presently taking TEC courses to get middle school certification

CATEGORY 4: TEACHER HAS OTHER DUTIES: TOTAL = 7

Number of Comments	Comment
2	backup teacher in large group instruction
3	instruction is by itinerant teacher with certification; this teacher only listed for scheduling purposes
2	this is community lab research. Students are assigned to labs in the community. Teacher only processes applications

CATEGORY 5: SIXTH PERIOD/OTHER SUPPLEMENT: TOTAL = 7

Number of Comments	Comment
4	sixth period supplement authorized by the district
3	sixth period vocational LD supplement

CATEGORY 6: ADMINISTRATIVE ASSIGNMENT: TOTAL = 4

Number of Comments	Comment
2	assigned by area office
2	teacher teaches legal 5 periods a day; supervisor has stated that certification in Political Science is sufficient to teach this course

CATEGORY 7: WILLINGNESS OF TEACHER TO TEACH CLASS: TOTAL = 3

Number of Comments	Comment
1	no English teacher wanted the class
2	there is no other teacher on staff willing to produce newspaper

CATEGORY 8: OTHER: TOTAL = 7

Number of Comments	Comment
3	teacher claims that she has submitted all of the required information to Tallahassee in order to be certified; she has had difficulties with this issue for over a year and claims she has called UTD about it
2	teaches WEP students with an individualized lab with the assistance of math or social studies department head
1	the incumbent teacher is the subject of a personnel investigation
1	PE background related to science

TABLE 15

DISTRIBUTION OF CLASSES ERRONEOUSLY CLASSIFIED AS OUT-OF-FIELD

Subject Area	A	B	C	D	E	F	G	Incorrect Emp. Num.	TOTAL
Art	8	0	0	0	4	0	1	16	29
Computer Education	0	0	0	0	0	0	0	0	0
Dance	0	0	0	0	0	0	0	0	0
Drama	0	0	0	0	3	0	0	0	3
Executive Internship	0	0	0	0	0	0	0	0	0
Exploratory	0	0	0	0	0	0	0	0	0
Foreign Languages	27	0	0	0	7	0	1	33	68
Health	10	0	0	0	2	0	4	40	56
Humanities	0	0	0	0	0	0	0	0	0
Language Arts	42	0	1	21	21	29	28	47	189
Library Media	2	0	0	0	1	3	2	21	29
Mathematics	31	0	3	14	7	19	9	21	104
Music	0	0	0	0	0	2	5	3	10
Physical Education	7	0	2	0	3	8	1	37	58
Research	3	0	0	0	0	0	0	0	3
R.O.T.C.	1	0	0	0	0	11	0	3	4
Safety and Driver Ed.	0	0	0	0	0	0	0	0	0
Science	19	1	3	15	4	6	10	33	91
Social Studies	28	0	1	15	7	16	10	18	95
Vocational Basic	3	0	0	0	2	0	0	25	30
Graded Self-Contained	0	0	0	0	0	0	0	0	0
Alternative Education	0	0	0	0	0	0	0	0	0
Agribusiness	0	0	0	0	0	0	0	0	0
Business Education	5	0	0	0	1	5	0	10	21
Diversified Education	3	0	0	0	0	0	5	17	25
Health Occupations	0	0	0	0	0	0	0	1	1
Home Economics	2	0	0	0	1	0	0	9	12
Ind. Ed./Ind. Arts	6	0	0	0	1	6	2	14	29
Mktg./Dist. Ed.	1	0	0	0	0	0	4	18	23
Public Svs. Occup. Ed.	2	0	0	0	0	0	0	2	4
Vocational Ed. (Ad./Sec.)	0	0	0	0	0	0	0	0	40
Subtotal (without ESE)	200	1	10	65	64	94	82	368	884
ESE	88	0	105	344	50	25	27	261	900
Total	288	1	115	409	114	119	109	629	1,784

Note: Subject areas that are not included in the table above do not have any teachers with out-of-field course assignments for the 1986-87 school year.

CODE A: The teacher does not have certification in one of the state-designated areas listed in the "Certificates Required" column.

CODE B: This course is a dual enrollment and teacher certification is not required.

CODE C: Use this code only if the numbers 3013, 4013, or 6013 (Varying Exceptionalities) appear on the printout under the column headed "Certificates Required".

CODE D: This is a modified basic course for exceptional students only. The teacher has certification as designated on page 94 of the State's Course Code Directory: 1986-87.

CODE E: The teacher is listed incorrectly as being assigned out-of-field for a reason not covered above.

CODE F: The teacher is a new teacher (to Florida) and has completed all test and course requirements for certification in an appropriate area. The application is in Tallahassee.

CODE G: The teacher is an experienced teacher and has completed the requirements for additional certification(s) in an appropriate area. The application is in Tallahassee.

APPENDICES

6051 - CAROL CITY JUNIOR — DADE COUNTY PUBLIC SCHOOLS — T13791601 PAGE 1

AREA 1 - NORTH — REPORT OF OUT-OF-FIELD TEACHERS — DATE RUN 01/07/87

REPORTING CYCLE 861

SUBJECT CODE	SUBJECT ABBREV	EMPL NUM	INSTRUCTOR NAME	FEFP. LINE	CLASS TOTAL	ENTER REASON	EXP. YR	CERTIFICATES REQUIRED		CERTIFICATES HELD	
1001030	M/J LANG			102	1	_____	91	4021	ENGLISH	4057	HISTORY
								8021	ENGLISH	4060	SOCIOLOGY
								9021	ENGLISH	8056	SOC ST
								8141	JR HI SCH	6063	VT/SSN
1002000	M/J ESOL			115	1	_____	89	3020	ELEM ED	4035	FRENCH
								4021	ENGLISH	4036	SPANISH
								8021	ENGLISH		
								9021	ENGLISH		
								6172	ESOL		
1002010	M/J ESOL			115	1	_____	89	3020	ELEM ED	4035	FRENCH
								4021	ENGLISH	4036	SPANISH
								8021	ENGLISH		
								9021	ENGLISH		
								6172	ESOL		
1006000	M/J JOURN			102	1	_____	90	4021	ENGLISH	6017	MNTL RETAR
								8021	ENGLISH	6001	ADM SUPV
								9021	ENGLISH		
								4033	JOURNALISM		
1008030	M/J READ			102	5	_____	93	6146	READING	0012	E CHILD ED
										3020	ELEM ED
1008030	M/J READ			102	2	_____	85	6146	READING	4056	SOC ST
										6077	SUB TEACH
1008060	M/J READ			102	2	_____	88	6146	READING	3020	ELEM ED
										8021	ENGLISH
										8056	SOC ST
1008060	M/J READ			102	5	_____	92	6146	READING	3020	ELEM ED
										6201	EMTL DIST
										6202	SPC LRN DS
1205030	M/J MATH			102	1	_____	89	4044	MATH	6046	PHYS ED
								8044	MATH	6077	SUB TEACH
								9044	MATH		
								4088	ALGEBRA		
								4098	ARITHMETIC		
								8141	JR HI SCH		
1205030	M/J MATH			102	3	_____	86	4044	MATH	4059	ECONOMICS
								8044	MATH		

APPENDIX A

SAMPLE PAGE FROM TEACHER CERTIFICATION REPORT

Appendix B

VERIFICATION OF CERTIFICATION INFORMATION MEMO AND SURVEY

OFFICE OF EDUCATIONAL ACCOUNTABILITY

M E M O R A N D U M

RT-2794
February 11, 1987

TO: Selected Vocational and Secondary School Principals

FROM: Cecile Roussell, Associate Superintendent
Bureau of Personnel Management

Ray Turner, Assistant Superintendent
Office of Educational Accountability

SUBJECT: VERIFICATION OF CERTIFICATION INFORMATION

The automated data system is used to collect information concerning the number of courses taught by out-of-field teachers. Subsequent to the collection of data in the past, computerized forms have been sent to principals to verify information contained on the printout. The verification process is monitored by appropriate area/district directors. The same procedure will be followed again this school year.

To accomplish this, we have enclosed for your analysis a computerized listing of the courses taught by out-of-field teachers at your school as of October 24, 1986, along with the following information:

- Employee number of teacher teaching the course
- Name of the teacher teaching the course
- FEFP Line # for the course
- Total number of classes/sections taught out-of-field
- The year the teacher's certificate will expire
- The area(s) of certification designated by the state as being in-field certification for the particular course listed
- The teacher's area(s) of certification

If there is any incorrect information provided on the printout, please use a red pen to correct it directly on the computer sheet next to the erroneous information. In addition, make the necessary corrections in the automated data system.

If the information provided is accurate, information is needed concerning the reason(s) for the out-of-field assignment. The code letters on Attachment A are to be used to provide this information. Use a red pen to write the correct code letter(s) directly on the computer sheet in the blank marked "ENTER REASON."

Other codes such as 1999, 4999, 7999, 9999, etc., may sometimes appear in the "Certificates Required" column. To determine the state-designated certification for these courses, check the Course Code Directory: 1986-87.

For planning purposes, information is also needed concerning specific courses, if any, that your school was unable to offer this year due to the unavailability of a certified teacher(s). That information is to be included on Attachment B.

ACTION REQUESTED:

No later than February 25, 1987, the verified/modified computer printouts, related information, and Attachment B and C are to be returned to

Secondary Schools: Your Area Director for Personnel
Vocational Schools: Dr. Fred Schollmeyer

Your cooperation is appreciated.

RT/CF:cj

Attachments

cc: Dr. Leonard Britton
Dr. Joseph Fernandez
Mr. Paul Bell
Dr. Solomon Stinson
Area Superintendents
Mr. L.J. Gross
Mr. Eddie Pearson
Mr. Russell Wheatley
Dr. Fred Schollmeyer
Area Directors

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Directly on the computer printout, in the blank marked "ENTER REASON", use a red pen to write the code letter(s) of ALL the responses below that apply. Then perform the additional action(s) associated with that code. Explanations should be brief.

WHEN THE TEACHER IS LISTED INCORRECTLY AS BEING ASSIGNED OUT-OF-FIELD, USE CODES A TO E:

CODE A: The teacher does have certification in one of the state-designated areas listed in the "Certificates Required" column.

Action Required by the School: Please attach to the printout a copy of the certificate.

CODE B: This course is a dual enrollment and teacher certification is not required.

CODE C: Use this code only if the numbers 3013, 4013, or 6013 (Varying Exceptionalities) appear on the printout under the column headed "Certificates Required".

The state-designated certification for this course depends on the type of exceptional student(s) enrolled. The teacher has certification as designated on page 94 of the state's Course Code Directory: 1986-87 (See attachment D.)

Action Required by the School: Provide information concerning the type of students in this class directly on the printout, i.e., all students are Educable Mentally Handicapped, students in this class have differing exceptionalities, etc.

CODE D: This is a modified basic course for exceptional students only. The teacher has certification as designated on page 94 of the state's Course Code Directory: 1986-87. (See attachment D).

CODE E: The teacher is listed incorrectly as being assigned out-of-field for a reason not covered above.

Action Required by the School: Please provide a brief explanation directly on the printout.

WHEN THE LISTING OF THE TEACHER AS BEING ASSIGNED OUT-OF-FIELD IS TECHNICALLY CORRECT, BUT ONLY BECAUSE THE TEACHER'S CERTIFICATE HAS NOT YET BEEN RETURNED FROM TALLAHASSEE, USE CODE F OR G.

THE TEACHER HAS BEEN GIVEN AN OUT-OF-FIELD ASSIGNMENT, HOWEVER:

CODE F: The teacher is a new teacher (to Florida) and has completed all test and course requirements for certification in an appropriate area. The application is in Tallahassee.

Action Required by the School: Please attach to the computer printout a copy of the receipt or application.

CODE G: The teacher is an experienced teacher and has completed the requirements for additional certification(s) in an appropriate area. The application is in Tallahassee.

Action Required by the School: Please attach to the computer printout a copy of the receipt or application.

WHEN THE TEACHER HAS BEEN GIVEN AN OUT-OF-FIELD ASSIGNMENT FOR REASONS OTHER THAN CODE F OR G, USE AS MANY OF THE CODES H to M BELOW AS ARE NEEDED TO EXPLAIN FULLY WHY THIS ASSIGNMENT WAS MADE.

THE TEACHER HAS BEEN GIVEN AN OUT-OF-FIELD ASSIGNMENT, HOWEVER:

CODE H: There are no teachers at this school with certification in the state-designated certification areas for this course.

CODE I: The teacher assigned to this course is currently in the process of taking courses to obtain required certification.

Action Required by the School: The principal will monitor progress in this regard.

CODE J: In my opinion, this teacher has had specialized experiences that make him/her well-qualified to teach this course.

Action Required by the School: Provide information directly on the printout concerning these experiences. Be brief.

CODE K: In my opinion, the state-designated areas of certification are too narrow. This teacher is certified in an area that should be permitted for this course.

Action Required by the School: Additional information may be requested at a future date.

CODE L: Scheduling difficulties made it absolutely necessary to make this out-of-field assignment.

Action Required by the School: Provide a brief explanation directly on the printout.

CODE M: The employee number, employee name, or some other information is incorrect.

Action Required by the School: Correct information on printout and in the automated data system.

CODE N: There are reasons other than those provided above.

Action Required by the School: Provide a brief explanation directly on the printout.

COURSES NOT OFFERED DUE TO THE UNAVAILABILITY OF A CERTIFIED TEACHER

Are there specific courses that were not offered at your school this year because a certified teacher was not available?

Yes _____ No _____ (Please check the appropriate response.)

If yes, please use the 1986-87 Course Code Directory to list the specific courses below:

Attachment C

PRINCIPAL'S VERIFICATION

Please sign below and attach this to the front of your computer printouts and related information. This information is to be returned by February 25, 1987, to:

Secondary Schools:	Area Director for Personnel
Vocational Schools:	Dr. Fred Schollmeyer

_____
Principal's Signature

_____
Name of School and Location Number

The required teacher certification for exceptional student classes depends upon the composition of the class unless otherwise indicated in this document. The table on the next page shows the required teacher certification for classes with each type of exceptional students and should be used for classes of instruction in modified basic courses as well as for classes of instruction in courses listed in this section. However, for basic education courses designated "disabled" (see Physical Education sections), certification should be in accordance with basic education requirements.

REQUIRED CERTIFICATION

This table shows the required teacher certification for different types of classes of exceptional students

TYPE OF STUDENTS IN THE CLASS	CERTIFICATION COVERAGE REQUIRED	
All Educable Mentally Handicapped Students	VARYING EX @ 3 @ 4 6 INTEL DIS @ 3 @ 4 @ 6	MNTL RETAR 6
All Trainable Mentally Handicapped Students	VARYING EX @ 3 @ 4 6 INTEL DIS @ 3 @ 4 @ 6	MNTL RETAR 6
All Physically Impaired Students	VARYING EX @ 3 @ 4 6 MOTOR DISAB @ 3 @ 4 6	SPC LRN DS 6
All Physical Therapy Students	PH THERAPY 6	
All Occupational Therapy Students	OCCUP THER 6	
All Speech and Language Students	SPCH CORR @ 3 @ 4 6	
All Hearing Impaired Students	HEAR DISAB @ 3 @ 4 6	
All Visually Impaired Students	VISU DISAB @ 3 @ 4 6	
All Emotionally Handicapped Students	EMTL DIST 6	
All Specific Learning Disabled Students	SPC LRN DS 6	
All Gifted Students	GIFTED 6	
All Hospital or Homebound Students	ANY FIELD	
All Autistic Students	MNTL RETAR 6 INTEL DIS @ 3 @ 4 @ 6	EMTL DIST 6
All Deaf/Blind Students	HEAR DISAB @ 3 @ 4 6 VISU DISAB @ 3 @ 4 6	MNTL RETAR 6 INTEL DIS @ 3 @ 4 @ 6
All Profoundly Mentally Handicapped Students	VARYING EX @ 3 @ 4 6 INTEL DIS @ 3 @ 4 @ 6	MNTL RETAR 6
All Severly Emotionally Disturbed Students	EMTL DIST 6	
The Students in the class have differing exceptionalities or the teacher has classes for more than one exceptionality during the school week (Varying Exceptionalities)	VARYING EX @ 3 @ 4 6 EMTL DIST 6 INTEL DIS @ 3 @ 4 @ 6	SPC LRN DS 6 MNTL RETAR 6

APPENDIX C

REVIEW OF OUT-OF-FIELD CLASS ASSIGNMENT REPORT MEMO

OFFICE OF EDUCATIONAL ACCOUNTABILITY

M E M O R A N D U M

RT-2972
July 13, 1987

TO: Principals of Secondary Schools

FROM: Ray Turner, Assistant Superintendent
Office of Educational Accountability

SUBJECT: REVIEW OF OUT-OF-FIELD CLASS ASSIGNMENT REPORT

Enclosed is the out-of-field class assignment report for your school. This report was generated based on information collected during the 1986-87 school year. The Course Code Directory was used to group courses into subject areas.

The information regarding the number and type of classes offered was obtained from the master schedule for your school during the fall semester, 1986. Originally, a class was designated as out-of-field if the certifications listed in the Dade County Public School's computerized data base for the teacher of a class failed to match the State's recommended certifications for that class. A list of classes so identified as out-of-field was then transmitted to each school (RT-2794 on February 11, 1987). Your responses were then used to make needed adjustments i.e., changes in the teachers' certifications, changes in the courses actually offered at your school. The attached sheets represent your out-of-field classes after these adjustments were made.

If the information in this final summary school report is not correct, please send a letter outlining the errors you feel have been made by Friday, July 24, 1987.

TO: 9999, Room 500
ATTN: Dr. Cyndy Fitzgerald

It is important that you respond promptly to this request since this information is being used to write a district-level report on the status of out-of-field teaching assignments in Dade County Public Schools.

Thank you for assistance in this matter.

RT/CF:de

cc: Dr. Tee S. Greer, Jr.
Dr. Solomon Stinson
Area Superintendents
Ms. Virginia Rosen

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Appendix D
Types of Courses By Subject Area

Subject Area	Course Offerings
Art	Art Appreciation/History/Criticism, Art Comprehensive, Ceramics/Pottery, Computer Graphics, Drawing/Painting, Fabrics/Fibers, Graphic Design, Jewelry, Photography, Portfolio, Printmaking, Sculpture
Computer Education	Application, Programming
Dance	Dance
Drama	Drama
Executive Internship	Executive Internship
Exploratory	Exploratory
Foreign Languages	Beginning Foreign Languages, French, German, Greek, Hebrew, Italian, Latin, Russian, Spanish, Spanish for Spanish Speakers, Arabic, Chinese, Japanese
Health	Health
Humanities	Humanities, Unified Arts
Language Arts	English, ESOL, Functional Skills, Language and Logic, Literature, Media, Oral Communications, Reading, Writing, Manual Communications
Library Media	Library Media
Mathematics	Algebra, General Mathematics, Functional Skills, Mathematical Analysis, Calculus, Computer Applications, Differential Equations, Geometry, Integrated Mathematics, Liberal Arts Mathematics, Mathematical Studies, Probability and Statistics, Trigonometry, Discrete Mathematics, Elements of Mathematics
Music	Advanced Music, General Music, Instrumental Music, Choral/Vocal Music, Electronic Music
Peer Counseling	Peer Counseling
Physical Education	Adaptive, General, Fitness, Individual and Dual, Team
Research	Research
R.O.T.C.	Air Force, Army, Navy, Marine
Safety and Driver Ed.	Safety and Driver Ed.
Science	Biological Sciences, Earth/Space Sciences, General Sciences, Physical Sciences
Social Studies	American and Western Hemispheric Histories, Anthropology, Economics, Geography, Interdisciplinary and Applied Social Studies, Philosophy and Religion, Political Science, Psychology, Sociology, World and Eastern Hemispheric Histories
Study Hall	Study Hall
Vocational Basic	Business Education, Industrial Arts,
Graded Self-Contained	Graded Self Contained
Alternative Education	Alternative Education
Agribusiness	Agribusiness
Business Education	Business Education
Diversified Education	Diversified Education
Health Occupations	Health Occupations
Home Economics	Home Economics
Ind. Ed./Ind. Arts	Ind. Ed./Ind. Arts
Mktg./Dist. Ed.	Mktg./Dist. Ed.
Public Svs. Occup. Ed.	Public Svs. Occup. Ed.
Vocational Ed.(Ad./Sec.)	Vocational Ed.(Ad./Sec.)
Exceptional Education Classes	All Subject Areas

The School Board of Dade County, Florida adheres to a policy of nondiscrimination in educational programs/activities and employment and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964– prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964, as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex.

Age Discrimination Act of 1967, as amended - prohibits discrimination on the basis of age between 40 and 70.

Section 504 of the Rehbilitation Act of 1973 - prohibits discrimination against the handicapped.

Florida Educational Equity Act - prohibits discrimination on the basis of race, sex, national origin, marital status or handicap against a student or employee.

Veterans are provided re-employment rights in accordance with P.L. 93–508 (Federal) and Section 295.07, Florida Statutes, which also stipulates categorical preferences for employment.